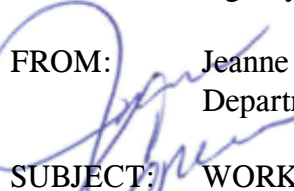




DEPARTMENT OF PERSONNEL
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MEMO PERD #52/05
December 27, 2005

TO: Agency Workforce Planning Coordinators

FROM:  Jeanne Greene, Director
Department of Personnel

SUBJECT: WORKFORCE PLANNING TRAINING

I am pleased to announce the State of Nevada Workforce Planning Manual has been completed and training is scheduled for Wednesday, January 25, 2006, in Las Vegas and Wednesday, February 1, 2006 in Carson City.

You may register for this training through the Nevada Employee Action and Timekeeping System (NEATS) program. Should you have any questions regarding this training or Workforce Planning, please do not hesitate to contact Brenda Harvey, Personnel Analyst, at (775) 684-0139 or e-mail her at bharvey@dop.nv.gov.

Thank you for your patience. We look forward to assisting you with your Workforce Planning initiatives.

JG:sq